

REQUEST FOR QUALIFICATIONS

Addendum # 1



Department Of Executive Services
Finance and Business Operations Division
**Procurement and Contract Services
Section**
206-684-1681 TTY RELAY: 711

DATE ISSUED: November 30, 2004

RFP Title: **IT Consulting Services Roster**
Requesting Dept./ Div.: **King County Office of Information Resource Management**
RFP Number: **169-04RLD**
Due Date: **December 9, 2004 - 2:00 P.M.**
Buyer: Roy L. Dodman, roy.dodman@metrokc.gov (206) 263-4266

This addendum is issued to revised the original Request for Proposal, dated October 21, 2004 as follows:

1. The proposal opening date remains the same: Thursday, December 9, 2004 no later than 2:00 p.m. exactly.
2. Add the following submittal requirement to the RFQ:
"The submitting individual, firm, or organization shall also provide a copy of their submittal information, including all resumes and required forms, in an electronic format, preferably in either MS Word or pdf format, on a CD-ROM. This requirement is in addition to the requirement for 1 original and 3 copies of the qualifications submittal."
3. Under *Section II, PROJECT BACKGROUND, REQUIREMENTS, AND SCOPES OF SERVICES, PART 2, Scope of Services, Item 2 - Category B - Information Technology Solutions*, change the first sentence to read: "Information Technology Solutions Consultants selected shall demonstrate expertise in the following areas:" (delete the word "Planning")

(continued on page 2)

TO BE ELIGIBLE FOR AWARD OF A CONTRACT, THIS ADDEMDUM MUST BE SIGNED AND SUBMITTED TO KING COUNTY

Sealed proposals will only be received by:

King County Procurement Services Section, Exchange Building, 8th floor, 821 Second Avenue, Seattle, WA 98104-1598. Office hours: 8:00 a.m. - 5:00 p.m., Monday - Friday

Company Name

Address		City / State / Postal Code
Signature	Authorized Representative/Title	
Email	Phone	Fax

This Request for Proposal – Addendum will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

4. Under the *King County RFQ Response Form* that follows Section VIII of the RFQ, under Category E. Training, the table has "Other IT Training" as the third bullet point after "Security Training". As previously described earlier in the RFQ, this should be corrected on the table labeled "AREA" by having "**Other IT Training**" be its own independent, bold heading, just as **Security Training** is, and not a bullet. As such, delete the item as a bulleted sub-item to "Security Training" and make "Other IT Training" the final independent item of that table.
5. Attached as the last page to this addendum is a cover page that is to be completed and placed on the top of your submittal. Please complete the name of the company submitting and the categories the submitter wishes to be considered for (this is to expedite the County's sorting of the incoming documents).

The following information is provided in response to questions received:

- Q1: Do the resumes provided have to contain resumes of only the people we will propose, or can they be a representation of the resumes that we would present?
- A1. The resumes should be for the people you have that you could propose if we were putting out a work order. Who do you have that could do this kind of work?*
- Q2: Would you please clarify the Work Order Process Fixed Price section of your RFQ. Are you anticipating requesting fixed price hourly rates for needs, or are you anticipating a complete fixed price for the entire project/services? We generally do not respond to fix price deliverable projects. Our expertise is providing exceptional talent at an hourly fixed price to work with our customers' management to provide the deliverables and/or services needed.
- A2. The work orders would be proposed with fixed price with payments based on acceptance of deliverables. The County is not trying to hire temporary employees; we are hiring consultants.*
- Q3: The supplemental forms have a table to list people and their roles. We often have people fulfilling various roles depending on the project and the staffing requirements. Can we list a person more than once, giving the specific role and the years of experience, etc. for that role?
- A3: Yes.*
- Q4: Regarding the additional insurance requirement stated in the RFQ: "**Such policy/policies shall endorse King County, and its appointed and elected officials, officers, agents and employees as additional insureds**", we approached our current insurance providers and determined that our provider of *Professional Liability: Errors and Omissions* insurance will not endorse this coverage. Our current insurance providers went on to say that no one in the industry will endorse this coverage for *Professional Liability: Errors and Omissions* insurance.
- A4: To clarify, King County requires the additional insured endorsement for all required coverages except Professional.*
- Q5. Page 35 - Consultant Team and Project Work Experience: Is this section to be completed for proposed Team/Candidates? I want to ensure you are not looking for Vendor Company experience in this section as page 36 requests Vendor Company references/experience.
- A5. The table on the top part of page 35 is requesting information about the team members you have to do this type of work. The "Project Work Experience" at the bottom of page 35 is about your firms experience with this type of work. Page 36 is also about your firms experience with this type of work.*
- Q6. Page 37 - Pricing: First bullet - Since there is no defined scope of work for this response, can you please clarify what you are looking for with regards to pricing?
- A6. The County needs to know the maximum rates you will charge for each type of consultant or each consultant. These rates will be part of the contract. When we select you for a work order, the price for the work order will be based on these contracted maximum rates or better, and will be the basis for your fixed price work order proposal.*

Q7. Here are 2 questions for your consideration and response:

Re: Item 4. Category D Questions / Clarifications:

- i. What is meant, as best as the County can explain at this juncture, by "as needed basis"?
- ii. For what specific types of compliance does the County seek support in the context of this category?

A7i: "As-needed" is a literal definition of how the County plans to use these contracts. We are establishing these contracts in categories where there will be considerable work expected over the next few years. By having firms under contract, the County will be able to move forward with scopes of work much more quickly than if it had to advertise each particular project. However, not all of these scopes of work are known at this moment, hence the use of the term "as-needed."

A7ii: The specific types of compliance are expected to be compliance with County policies, standards, Federal, State, and local laws, best practices or anything else that needs to be complied with. More specifics would occur in a specific work order request, for a specific assignment.

King County
RFQ 169-04RLD
IT Consulting Services Roster

Company Name: _____

Categories submitted:

- ☐ **Category A** - IT Project Management
- ☐ **Category B** - Information Technology Solutions
- ☐ **Category C** - Technology Planning and Consulting
- ☐ **Category D** - Security and Privacy
- ☐ **Category E** - Training
- ☐ **Category F** - Technical Writing and Documentation